



PSI Services LLC
450 North Stephanie Street
2nd Floor
Henderson, NV 89014
Phone: (855) 340-3701

<https://testtakers.psiexams.com/scbarb>

SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATIONS

BARBER I EXAMINATION TEST TAKER GUIDE

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Please refer to our website to check for the most updated information at <https://test-takers.psiexams.com/sccos>

EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations. The South Carolina Department of Labor, Licensing and Regulations has contracted with PSI to conduct its examination program.

EXAMINATION PAYMENT AND SCHEDULING PROCEDURES

If you fail, you may retest unlimited until you pass. After passing the examination, apply for your license by submitting an application. For more information visit the Boards website at <https://llr.sc.gov/cosmo/> or email BoardInfo@llr.sc.gov.

Once you are approved by the Department, you will receive an email confirmation from PSI. It is your responsibility to contact PSI to pay and schedule for the examination.

Examination Fee	\$66
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NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

SCHEDULING ON-LINE

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at <https://test-takers.psiexams.com/sccos>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

SCHEDULING BY TELEPHONE

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover). PSI registrars are available at (855) 340-3701 Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received two (2) days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (855) 340-3701.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI website or call PSI to speak directly to a Customer Service Representative.

RETAKING A FAILED EXAMINATION

The South Carolina Board requires all candidates who fail an examination to re-apply for eligibility to retest. Application may be made by using the LLR application portal, <https://eservice.llr.sc.gov/NewAppsV3/>, or by [CLICKING HERE](#). PSI is not allowed to re-register a candidate or create a new eligibility for a candidate after an unsuccessful attempt/failure without a new eligibility from the state.

It is not possible to make a new examination appointment on the same day you have taken an examination due to processing and reporting results. Depending upon space availability, unsuccessful candidates may be able to retest within two business days. You may access a registration form at <https://test-takers.psiexams.com/sccos>. You may also call PSI at (855) 340-3701.

"Alert - Reexamination Instructions" <https://llr.sc.gov/cosmo/>

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled. You will also forfeit your examination fee, if you:

- Do not cancel your appointment two (2) days before the scheduled examination date;
- Do not appear for your examination appointment;

- Are not checked in by your scheduled start time;
- Do not present proper identification when you arrive for the examination.

EXAMINATION ACCOMMODATIONS (AA)

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made as appropriate to meet a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin or by [Clicking Here](#).

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your scheduled examination by calling (855) 340-3701. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at <https://test-takers.psiexams.com/sccos>.

WRITTEN EXAMINATION SITE LOCATIONS

GREENVILLE/SPARTANBURG

Park East, Anderson Building
150 Executive Center Drive, Suite 218
Greenville, South Carolina 29615

COLUMBIA

Synergy Business Park
Congaree Building
121 Executive Center Drive, Suite 143
Columbia, South Carolina 29210

CHARLESTON

4600 Goer Drive, Suite 112A
North Charleston, South Carolina 29406

BEAUFORT/HILTON HEAD

Regions Bank Building
69 Robert Smalls Pky/SC-170, Unit 4D
Beaufort, South Carolina 29906

MYRTLE BEACH

1601 North Oak Street, Suite 305
Myrtle Beach, South Carolina 29577

PRACTICAL EXAMINATION SITE LOCATION

COLUMBIA PSI PRACTICAL TESTING CENTER

111 Executive Center Drive
Suite 222
Columbia, South Carolina 29210

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION TO ENTER THE TEST

Test Takers are required to bring one form of valid (non-expired) Identification (ID) and their Eligibility Letter to be admitted for their test.

IDENTIFICATION REQUIREMENTS:

Test Taker's name on the government issued ID and roster must match, and the TCA/Proctor should refer to the name matching guidelines for name variations. If the Test Taker fails to bring proper ID OR the TT's name does not match, the Test Taker should not be allowed to test. If the TT is not admitted as a result of registered name variations, the examination fee will not be refunded.

PRIMARY IDENTIFICATION:

The primary identification must be a government issued ID with a picture, signature, and an expiration date. CHOOSE ONE

- State issued Driver's License
- State issued Identification card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

NAME DISCREPANCY GUIDELINES:

The test taker SHOULD be admitted under any of the following circumstances regarding variations in their name:

- If middle name is omitted and not present or only the first initial of the middle name is included in either registration or primary identification, the test taker should be allowed to test.
- If the last name is hyphenated: So long as any portion of the last name is included in the primary identification or registered name, the TT should be admitted and allowed to test.
- Review the Name Matching Guideline Document and adhere to policies concerning TT with legal name changes.
- Contact Site Admin or the Regional Site Supervisor for SC for any name matching concerns before turning the TT away.

ELIGIBILITY LETTER:

A TT is approved to test, will be issued an Eligibility Letter by the licensing Board. The TT MUST present their Eligibility Letter at the time of admission to sit for their test. Review Copy of Eligibility Letter [here](#).

The TCA/proctor should review the letter and confirm the following information when matching it with their primary identification and the test center roster. No copy of the letter should be kept by testing staff:

- Full legal name
- Name of Exam Approved for eligibility
- Exam ID # &
- Test taker ID Number
- Eligibility date and Expiration date

A receipt of scheduling is unacceptable in place of the Eligibility letter. The letter can be presented in a hard copy or an electronic copy. If the TT arrives with an electronic copy, the TCA/Proctor should verify the email that the letter was received from. Only emails received from hyperlinks@llr.sc.gov should be accepted. If the TT is not able to present proof of email receipt, the electronic eligibility letter should not be accepted. The eligibility letter is valid so long as it is not expired. School codes are NOT REQUIRED for admission purposes. Letters without a school code are valid.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, **but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear is not permitted in the testing room. Examples of outerwear include: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to all guests, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check-in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the Board of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Board .
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE THEORY EXAMINATION (COMPUTER BASED)

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.

The screenshot shows a web-based test interface. At the top is a function bar with icons and labels for Mark, Comments, Goto, Help, and End. Below this is a status bar showing 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 359'. The main area displays question 3: 'What do the stars on the United States of America's flag represent?'. Below the question is a text input field and a prompt '(Choose from the following options)'. There are four radio button options: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom are '<< Back' and 'Next >>' buttons.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

While taking the theory examination, examinees will have the opportunity to provide comments on any questions. Comments may be entered by clicking the Comments link of the function bar of the test question screen.

These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. **This is the only review of examination materials available to candidates.**

SCORE REPORTING

Printed examination results for both theory and practical are provided to you immediately following completion of the examination. Large off-site group testing results will be sent by email. The minimum score required to pass both the theory and practical examination is 70. When you complete the examination, you will receive a score report indicating “FAIL” or “PASS”.

Your score report will be sent electronically to the state.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (855) 340-3701.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.

- Take notes on what you study. Putting information in writing helps you commit it to memory and is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

EXAMINATION CONTENT OUTLINE AND REFERENCE MATERIALS

NIC EXAMINATION CONTENT OUTLINES

Please see the following NIC Content Outline pages with details on what you will be tested on for both your theory and practical examinations, a checklist of items that will be needed for your practical examination, and references used for both examinations.



ACCOMMODATION REQUEST FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990.

Applicants with disabilities or those who would otherwise have difficulty taking the examination may request alternative arrangements by [Clicking Here](#).

Requirements for exam accommodation requests:

Applicants are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the applicants disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

CANDIDATES MUST BE REGISTERED FOR AN EXAMINATION PRIOR TO REQUESTING TO SCHEDULE AN ACCOMMODATION

PSI Services LLC

450 North Stephanie Street
2nd Floor
Henderson, NV 89014



National Barber 1 (No Chemical) Theory Examination CIB

Effective June 1, 2018

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CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your official examination provider website OR www.nictesting.org for the most current bulletin prior to testing.

The National Barber 1 (No Chemical) Theory Examination is a licensure examination for Barber 1 (No Chemical), developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Barber 1 (No Chemical) Theory Examination content and references.

The time allowed for this examination is 90 minutes.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC National Theory Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Theory examination and information about the scope of content covered in the examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same across exam types for each exam.

BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!

IMPORTANT INSTRUCTIONS

General

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. *Picture ID is required for re-entry into the examination.*
- All examinations are administered in a testing environment.

Standardized Administration

Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:

- With the exception of verbal instructions, proctors and examination administration personnel are NOT allowed to speak with candidates.

- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.

Prohibited Items

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
 - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. The above referenced items or actions are not an exhaustive list.

Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

BARBER 1 (NO CHEMICAL) THEORY EXAMINATION CONTENT OUTLINE

Domain Details

The following outlines the scope of content covered by the NIC National Barber 1 (No Chemical) Theory Examination. The percentages represent the percentage of items from each domain. The examination contains 60 items, of which 50 items are weighted and contribute to the candidate's final score.

- I. Scientific Concepts (40%)
 - A. Infection control and safety practices
 1. Identify how disease and infection are caused and transmitted
 2. Apply principles of infection control
 - a. Sanitation/Cleansing
 - b. Disinfection
 - c. Sterilization
 - d. Contamination and cross-contamination
 3. Apply blood exposure procedures
 4. Identify requirements of government agencies related to public protection (e.g., CDC, OSHA, EPA)
 - B. Human anatomy and physiology
 1. Identify function and structure of the:
 - a. Hair and scalp

- b. Skin
 - 2. Identify bones related to:
 - a. Head and face
 - b. Neck, shoulders, and upper back
 - 3. Identify muscles and joints and their functions related to:
 - a. Head and face
 - b. Neck, shoulders, and upper back
 - 4. Understand the functions of body systems:
 - a. Nervous system
 - b. Circulatory system
 - c. Endocrine system
 - d. Integumentary system
 - C. Identify signs and symptoms of conditions, disorders, and diseases related to skin
 - 1. Types
 - 2. Treatments
 - D. Identify signs and symptoms of conditions, disorders, and diseases related to hair
 - 1. Types
 - 2. Treatments
 - A. Basic chemistry of products used in barbering
 - 1. Understand purpose and effects of products, ingredients, and their interactions
- II. Implements and Equipment Used in Barbering (10%)
 - A. Identify function, purpose, and care of tools used in hair services
 - 1. Equipment (e.g., chair, workstation)
 - 2. Implements (e.g., razors, shears, combs/brushes)
 - 3. Supplies and materials (e.g., towels, drape, neck strips)
 - 4. Electrical tools (e.g. clippers, blow dryers)
 - B. Understand and apply safety and sanitation practices for use of implements and equipment

III. Hair Care Services (30%)

A. Client consultation, analysis, and documentation for hair care services

1. Analyze condition of client's hair and scalp (i.e., assessment)
2. Recognize conditions that would prohibit service (i.e., contraindications)
3. Determine hair services and/or products
4. Document and maintain client records for hair services (e.g., consultation card, service history, medical history)

B. Hair care

1. Apply knowledge of draping (e.g., chemical, shampoo, hair cutting)
2. Apply knowledge of principles and procedures for shampooing and conditioning
3. Apply knowledge of principles and procedures for scalp treatments and scalp massage/manipulation

C. Hair design

1. Apply knowledge of principles, procedures, and safety of hair cutting
 - a. Shaping
 - b. Outlining
 - c. Neck shave
2. Apply knowledge of principles, procedures and safety of hair styling
 - a. Wet styling
 - b. Blowdry styling
 - c. Thermal styling
 - d. Natural hair styling (e.g., braiding, locks)
3. Apply knowledge of principles, procedures, and safety of hair enhancements

D. Apply knowledge of preparation, procedures, and safety for head shaving

I. Facial Hair and Skin Care Services (20%)

A. Client consultation, analysis, and documentation for facial hair and skin care services

1. Evaluate client's skin (e.g., type, condition)
2. Identify contraindications

- a. Disorders
- b. Diseases
- 3. Determine services and/or products
- 4. Document and maintain client records for facial hair services (e.g., consultation card, service history, medical history)
- B. Apply knowledge of draping for facial hair and skin care services
- C. Apply knowledge of principles, procedures, and safety for facial hair and skin care services
 - 1. Complete shave service with required strokes
 - 2. Facial hair design
 - 3. Facial (e.g., cleansing, steam towel massage)
 - 4. Electrotherapy and light therapy
- D. Apply knowledge of purpose and types of electrotherapy and light therapy

NATIONAL BARBER 1 (NO CHEMICAL) THEORY EXAMINATION SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC National Barber 1 (No Chemical) Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed along with the sample questions.

- 1. Anthrax and tetanus bacilli form which type of spore?
 - A. Mitosis
 - B. Flagella
 - C. Spherical
 - D. Infectious
- 2. All French style shears
 - A. are cobalt metal.
 - B. have a finger brace.
 - C. are made in France.
 - D. have tight pivots.

3. Prior to a shaving service the headrest MUST be
 - A. washed and dried.
 - B. disinfected and covered.
 - C. washed and removed.
 - D. sanitized and sterilized.
4. To avoid damage to muscle tissue, the movements of a massage are directed
 - A. away from the origin of the muscle.
 - B. toward the origin of the muscle.
 - C. around the origin of the muscle.
 - D. above the origin of the muscle.
5. Which of the following can permanently relieve split ends?
 - A. Applying oil to the ends
 - B. Using a styling gel on the ends
 - C. Moistening the ends
 - D. Cutting the ends
6. The diameter of a single strand of hair is also called
 - A. growth pattern.
 - B. porosity.
 - C. density.
 - D. texture.

Answer Key

1 C

2 B

3 B

4 B

5 D

6 D

NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC National Barber 1 (No Chemical) examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference test material.

Standard

Milady Standard Barbering

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Info@Milady.com;

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info@pivot-point.com; 847-886-0500, Ext. 7399

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National Barber 1 (No Chemical) Practical Examination CIB

Effective: June 1, 2018

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CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your official examination provider website OR www.nictesting.org for the most current bulletin prior to testing.

The National Barber 1 (No Chemical) Practical Examination is a licensure examination for Barber 1 (No Chemical), developed by the National-Interstate Council of State Boards of Cosmetology (NIC).

This bulletin contains IMPORTANT INFORMATION regarding National Barber 1 (No Chemical) Practical Examination content and administration for core services and additional sections and references.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each NIC Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These provide information about additional sections offered by NIC for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This provides a list of references used to develop and support the content covered in NIC examinations. References will be the same across exam types for each exam.

BE CERTAIN TO REVIEW ALL PARTS OF THIS NIC EXAMINATION CIB CAREFULLY!

IMPORTANT INSTRUCTIONS

General

- The NIC Practical examinations are designed to assess candidates' ability to perform tasks expected to be performed while working as a licensed professional. The tasks a candidate will be asked to perform are those that frequently occur on-the-job and that are important to safe and proficient performance. Though the tasks are performed in an artificial testing session, efforts are made to make the tasks seem realistic and to closely mimic actual conditions. Candidates are expected to conduct themselves as if they were performing these tasks in actual scenarios.
- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. *Picture ID is required for re-entry into the examination.*
- All examinations are administered in a testing environment.

- Candidates are evaluated at all times. Continue working until the entire section is complete or time has elapsed.

Supplies

Candidates are required to bring a supply kit for their own use.

- It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
- The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed except when removing materials for a particular service.
- Candidates may remove items, supplies, etc., from the kit at any time, however *nothing* may be returned to the kit.
- EPA registered, disinfectant wipes that demonstrate bactericidal, fungicidal, and virucidal properties must be used. DISINFECTANT AND AEROSOL SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer-created labels must be only in English.
- Original manufacturer's labels are *required* for all disinfectants and hand-sanitizers.
- Simulated products are not allowed for disinfectants and hand sanitizers.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled "Suggested Examination Supplies" provided for each section of the examination. Suggested Supplies can be found after the "Content Domains" section of this bulletin.

Standardized Administration

Due to standardization of the NIC National Examinations, proctors and examiners are required to adhere to the following standards:

- The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions or an emergency situation, the proctors and/or examination administration personnel are not allowed to communicate with other testing candidates.
- Candidates requesting information during the examination will be told one of the following statements:
 - "Do the best you can with what you have available."
 - "Do as you were taught."
- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, they need to step back to indicate they have finished. In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination. When the timer goes off, all candidates must stop working and step back IMMEDIATELY.

Prohibited Items

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
 - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. The above referenced items or actions are not an exhaustive list.

Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

Safety

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidates will be expected to follow proper blood exposure procedures.
- Failure to do so may result in dismissal from the examination.
- Be sure to contact the examination provider or State to obtain the most current version of, and any addenda to blood exposure procedures.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination and could result in removal from the testing area.
- If a candidate experiences any other unsafe conditions, they will need to address it immediately.

NIC Model or Mannequin Requirements

Please refer to your state specific guidelines for model and mannequin requirements. If your state requires that you use a mannequin head(s) :

- Candidates who are required to use a mannequin head(s) are responsible for coming prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Mannequin heads must be approved by the examination state/vendor prior to admittance into examination.

Special Attention

The following information is vital and specific to the NIC National Barber 1 (No Chemical) Practical Examination:

Candidates will be evaluated on proper designation of materials that are disposed. Candidates are required to bring and use the following supplies for the appropriate disposal of materials: Container labeled 'To be disinfected' Container labeled 'Soiled linens' Container labeled 'Trash' It is specified that there is more than one client represented for the purpose of this examination. A new client is introduced and must be prepared for during the course of the examination (see Barber 1 (No Chemical) Practical

Examination Content Domains Sections). Candidates are expected to brace any time they are working around the eye and mouth areas. Candidates are not allowed to label products as single-use items. Use of single-use products may result in a failing score for the examination. A straight razor **MUST** be used. Check your state's examination regulations for razor blade and live model and/or mannequin requirements. In accordance with manufacturer's guidelines, gloves **MUST** be worn during disinfection procedures.

BARBER 1 (NO CHEMICAL) PRACTICAL EXAMINATION CONTENT OUTLINE

Core Domain Sections

The scope of the National Barber 1 (No Chemical) Practical Examination includes 5 (five) Core Domain Sections. The Core Domain Sections are based on the national job analysis.

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)
2. HAIRCUTTING (40 minutes)
3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (Second client 15 minutes)
4. SHAVING WITH A STRAIGHT RAZOR (Variable Timing)
5. BLOOD EXPOSURE PROCEDURE (10 minutes)

Domain Details

The following outlines the scope of content covered by the NIC National Barber 1 (No Chemical) Practical Examination.

1. WORK AREA AND CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)

Proctor - Verbal Instructions: Read to all candidates:

"You will prepare your work area for your client.

You will set up the universal supplies you will use throughout the examination. You will also set up the supplies only for the Haircutting section of the examination.

You will prepare your client for services.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 10 minutes to complete this section.

You will be informed when you have 5 minutes remaining.

Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**

- **1.1 Disinfects all work areas completely with product labeled with manufacturer's label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- **1.2 Sanitizes hands with product with manufacturer's label in English**
- **1.3 Sets up supplies for Client 1**
- **1.4 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor - Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor - Verbal Instructions: Read if the timer goes off before all candidates have stepped back: *"Please stop working."*

2. HAIRCUTTING (40 minutes)

Proctor - Verbal Instructions: Read to all candidates:

"You will perform a tapered Haircut with no blocked line at the nape."

"You will demonstrate clipper cutting with and without guard or detachable blade."

"You will demonstrate use of shear over comb."

"You will demonstrate fingers and shear cutting."

"You will cut at least ½ inch of hair throughout the haircut."

"You will be expected to complete and blend the haircut."

"You will also be expected to shave both sides of the neck with a straight razor."

"Do not remove your hair clippings from your work area until you are instructed individually, by the examiner, to do so."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 40 minutes to complete this section."

"You will be informed when you have 20 minutes remaining."

"Step back to indicate you have finished."

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **2.1 Haircutting supplies are labeled in English**
- **2.2 Implements and supplies are visibly clean**
- **2.3 Performs scalp analysis**
- **2.4 Demonstrates safe use of clippers and comb without guard or detachable blade**

- **2.5 Demonstrates safe use of clippers with guard or detachable blade**
- **2.6 Demonstrates safe use of comb and shears**
- **2.7 Establishes outline around ears**
- **2.8 Shaves sides of the neck using straight razor to include reverse backhand stroke using all proper neck-shave procedures**

Proctor - Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor - Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working. Please do nothing until the next verbal instructions are given."

Examiner - Verbal Instructions: Read to each candidate individually:

"May I please use your comb to check the haircut?"

- **2.9 Hair in front of ear is uniform in length (sideburns)**
- **2.10 Haircut blended without weight line**
- **2.11 At least ½ inch of hair is cut throughout**

Examiner – Verbal Instructions: Read to each candidate individually after the final appearance of the haircut has been examined:

"Please clean up your hair at this time. Upon completion, please do nothing until the next verbal instructions are given."

- **2.12 Removes hair from work area**
- **2.13 Maintains drape throughout section**
- **2.14 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read to candidates when all examiners have indicated they have completed their assessment:

"All examiners have indicated they are ready to proceed."

3. WORK AREA AND NEW CLIENT PREPARATION, AND SET UP OF SUPPLIES (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will breakdown your work area and dispose of supplies used in the previous sections of this examination."

"You will prepare your work area for a NEW client."

"You will set up the universal supplies you will use for the remainder of the examination."

"You will also set up the supplies for the Shaving with a Straight Razor section of the examination."

"You will prepare your client for a shave."

"You will be expected to follow all client protection, safety and infection control procedures."

"You will have 15 minutes to complete this section."

"You will be informed when you have 8 minutes remaining."

"Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin."

"Step back to indicate you have finished."

(1) The instructions will be repeated.

(2) You may begin."

Candidates will be evaluated on the following tasks:

- **3.1 Disinfects all work areas completely with product labeled with manufacturer's label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- **3.2 Sanitizes hands with product with manufacturer's label in English**
- **3.3 Universal supplies are labeled in English**
- **3.4 Places items to be disinfected, soiled linens, and trash in correct containers throughout section.**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

4. SHAVING WITH A STRAIGHT RAZOR (Variable Timing)

Proctor – Verbal Instructions: Read to all candidates:

"You will prepare to perform shaving with a straight razor. You will prepare the model's face by lathering and steaming.

Do not remove the steam towel until instructed to do so by the examiner.

You will be expected to follow all client protection, safety and infection control procedures. You will have 5 minutes to complete this section.

You will have 5 minutes to complete this section. You will be informed when you have 2 minutes remaining.

Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin. Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

Candidates will be evaluated on the following tasks:

- **4.1 Shaving supplies are labeled in English**
- **4.2 Sets up implements that are visibly clean**

- **4.3 Lathers beard and mustache area**
- **4.4 Steam towel is applied**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

“All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working. Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read to all candidates after all candidates have stepped back to indicate that they have completed their preparation:

“You will perform Shaving with a Straight Razor.

You will be expected to follow all client protection, safety and infection control procedures. You will be instructed individually by the examiner when to remove the towel, re-lather, and begin the shave.

This is an untimed section.

Do not remove the steam towel or demonstrate any strokes until instructed individually by the examiner to do so.

(1) The instructions will be repeated.”

Examiner – Verbal Instructions: Read to each candidate individually:

“Please remove the steam towel, re-lather, and demonstrate the shaving strokes in the first 5 areas.”

- **4.5 Removes steam towel and lather**
- **4.6 Re-lathers beard and mustache**
- **4.7 Demonstrates freehand stroke in areas 1, 3, and 4 safely**
- **4.8 Demonstrates backhand stroke in area 2**
- **4.9 Demonstrates reverse freehand stroke in area 5**

Examiner – Verbal Instructions: Read to each candidate individually after the shaving with a straight razor has been examined:

“Please do nothing until the next verbal instructions are given.”

Proctor – Verbal Instructions: Read to all candidates after demonstrated strokes are evaluated: *“All examiners have indicated they are ready to proceed.”*

Proctor – Verbal Instructions: Read to all candidates:

“Do not demonstrate any additional shaving strokes. You will perform the finishing steps of the service. “You will be expected to follow all client protection, safety and infection control procedures.”

You will have 5 minutes to complete this section.

You will be informed when you have 2 minutes remaining. Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **4.10 Completes the shaving service**
- **4.11 Maintains drape throughout section**
- **4.12 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

5. BLOOD EXPOSURE PROCEDURE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will demonstrate the Blood Exposure Procedure.

You will imagine the following scenario- During a service, you have sustained a minor cut to your index finger. The injury is such that you can continue with the service. Your work area or client has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 10 minutes to complete this section.

You will be informed when you have 5 minutes remaining.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **5.1 Blood exposure supplies are labeled in English**
- **5.2 Removes materials from first aid kit**
- **5.3 Supplies and materials are visibly clean**
- **5.4 Cleans injured area with antiseptic**
- **5.5 Covers with dressing that is absorbent and secured**
- **5.6 Candidate wears glove or finger guard**
- **5.7 Disposes of all contaminated supplies**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

- **CANDIDATE CLEANUP AND FINAL SUMMARY**

Proctor – Verbal Instructions: Read to all candidates at the conclusion of the examination:

“All examiners have indicated they have completed their assessment.

Make sure that all kit supplies and disposable materials are taken with you.

This concludes the National-Interstate Council of State Boards of Cosmetology, National Barber 1 (No Chemical) Practical Examination.

Thank you for your participation.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer’s label is present in English
- All other created labels must be only English

Suggested Supplies

- * Candidate Supply Kit to Serve as Dry Storage Area (Must be Closeable)
- * Clippers (Must be Fully Charged, if Cordless)
- * Cloth Towels
- * Comb(s)
- * Container Labeled “items to be Disinfected” (Recommended: Free-Standing Paper Bag with Plastic Liner)
- * Container Labeled “soiled Linens” (Recommended: Free-Standing Paper Bag with Plastic Liner)
- * Container Labeled “trash” (Recommended: Free-Standing Paper Bag with Plastic Liner)
- * EPA-Registered Disinfectant Wipes with Manufacturer’s Label that Demonstrates Bactericidal, Fungicidal and Virucidal Properties Must be Used (Must be Actual Disinfectant Wipes)
- * Gloves

Suggested Supplies

- * Guards/Detachable Blades
 - * Hair Brush(Es)
 - * Hair Clip(s) and/or Clamp(s)
 - * Hand Sanitizer and Manufacturer's Label (Must be Actual Hand Sanitizer)
 - * Mannequin Head(s) and a Table Clamp or Tri-Pod (Pre-Markings or Pre-Sectioning on Mannequins is not Permitted)
 - * Neck Strip(s)
 - * Paper Towels
 - * Protective Capes (Child Size Capes may be Used for Mannequin)
 - * Shaving Cream (Non-Aerosol)
 - * Shears
 - * Spatula(s)
 - * Spray Bottle with Water
 - * Steam Towel
 - * Straight Razor(s)
 - * Toner, Talc, or Moisturizer
-

NATIONAL-INTERSTATE COUNCIL OF STATE BOARDS OF COSMETOLOGY (NIC) REFERENCES

This list provides the references used to develop and support the content covered in the NIC examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference exam material.

Standard

Milady Standard Barbering

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Info@Milady.com;

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info@pivot-point.com; 847-886-0500, Ext. 7399

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